

# “CACFP Plus!”

**Description:** We have designed this workshop for any agency participating in the CACFP specifically for key staff that already have a solid understanding of Program requirements. This session will always include a summary of the basics; other topics will vary from one year to the next. (New agencies and/or new workers are welcome to attend this workshop though new agencies and/or individuals are strongly encouraged to also attend a “Basic Training” session or participate in other methods of training provided by the State agency.) There is no charge for this CACFP workshop.

**How to Register:** Please register using the registration form by mail, fax, or email. The registration form is available from the Child and Adult Nutrition Services (CANS) office.

## **Things to Consider:**

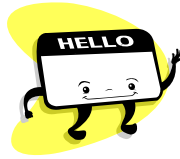
- Pre-registration is required. Registrations should be mailed at least 20 days prior to the training date. All registrations will be acknowledged by the CANS staff.
- Plan to arrive at least 15 minutes prior to the start of the workshop.
- Due to variations in temperature in meeting rooms, we suggest dressing in layers of clothing so you can adjust for your comfort.
- The Department of Education is not able to provide refreshments, so please plan accordingly.
- Please notify our office at (605) 773-3413 if any participants require a sign language interpreter, alternate formats of printed materials, or wheelchair accessibility. Two weeks advance notice is required.
- If bad weather is a possibility, call our office at (605) 773-3413 to confirm that the training will be held.

**Your Responsibilities:** Workshop participants are responsible for learning about their organization’s responsibility for participation in the CACFP and sharing the requirements with the organization (including board members) when they return to the center.

**Certificates:** Attendance will be taken at each session. Following the workshop, each participant will receive a certificate indicate the number of hours of attendance at the CACFP workshop.

# CACFP Plus! Workshop Schedule

8:30-9:00 Registration



9:00-9:30 Opening Session

9:30-10:00 **Review of Resources** ~ Do you ever wonder what you might be missing? Find out what resources you should have on your local agency shelves and how you should be using those resources.

10:00-10:30 **Record Keeping** ~ Do you have records from the 1900's sitting around taking up space? This session will be an overview of the records that your agency must maintain on file.



10:30-10:45 **NETWORKING BREAK**

10:45-11:45 **Menu Planning, Creditable Foods & What's in a Food Label** ~ Hands on training to help you develop a cycle menu. How reading food labels helps you determine serving sizes in a creditable food.



11:45-12:00 **Monitoring Requirements (Sponsors ONLY)** ~ Calling all sponsors! This session is specific to those agencies that have more than one site or have a site that is located in a different building than the authorized representative for the CACFP. Sponsors will find out the specific monitoring requirements in this brief session.

12:00-1:15 **LUNCH BREAK** (on your own)

1:15-2:45 **Turning the Tables** ~ Participants will play the role of "inspector." It is said that experience is the best teacher. This session will provide each participant with the opportunity to review records acting as the inspector to learn what we expect during Program reviews.

2:45-3:00 **NETWORKING BREAK**

3:00-4:00 **Managing Time, Paperwork, Information & Myself!** ~ Are you managing the minutes in your day or are they managing you? Learn techniques & methods that will help you manage your day along with tips to help you get organized.



4:00-4:30 **Review of the Basics** ~ This session will be a brief summary of the topics that we have not yet covered during the other sessions so that all of the required topics are covered to meet the annual training requirements.

4:30-5:00 **Infant Feeding Requirements** ~ This session will provide an overview of the infant feeding requirements. This session is only required for agencies that provide care to infants.

